



Brownfields Teleconference: Helping Applicants Understand Grant Requirements

**Presented by
US EPA Region 5 Brownfields and
NPL Reuse Section**

Teleconference

FY2006 Brownfields Proposal Guideline Workshop

July 18, 2006

- 9:00 Welcome
- 9:05 Application Process and Threshold Criteria
- 9:30 Ranking Criteria: Assessment
- 10:15 Ranking Criteria: RLF & Cleanup
- 11:00 Questions and Answers



FY 2005 Budget

- Pre-legislation the National Brownfields Budget was \$100 M
- Post legislation
 - Act authorized \$250 M
 - Up to \$50 M for states
 - Up to \$50 M or 25% for petroleum
- FY 2005 – Final appropriation budget was \$138 Million



FY2006 Competitive Grant Program

- EPA received over 650 proposals
- Funded 292 (\$69.9 million)
 - 184 assessment grants
 - 96 cleanup grants
 - 12 RLF grants
- Funded 84 Region 5((\$29.6 million)
 - 57 assessment
 - 21 cleanup

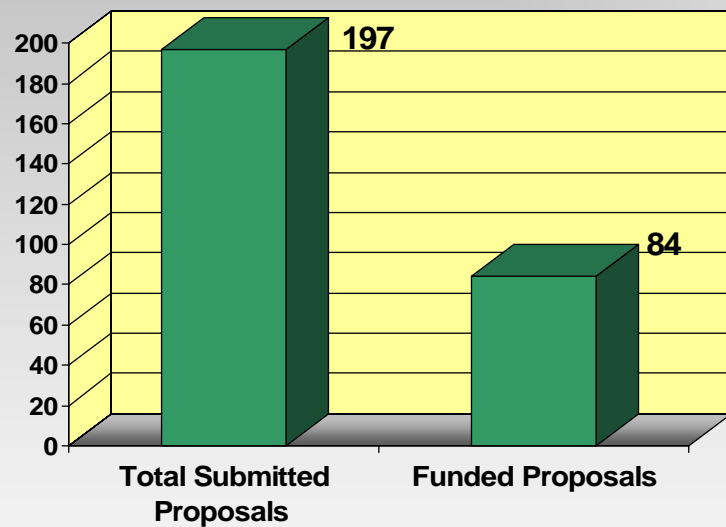


FY2006 Funding to Region 5: \$29.6M

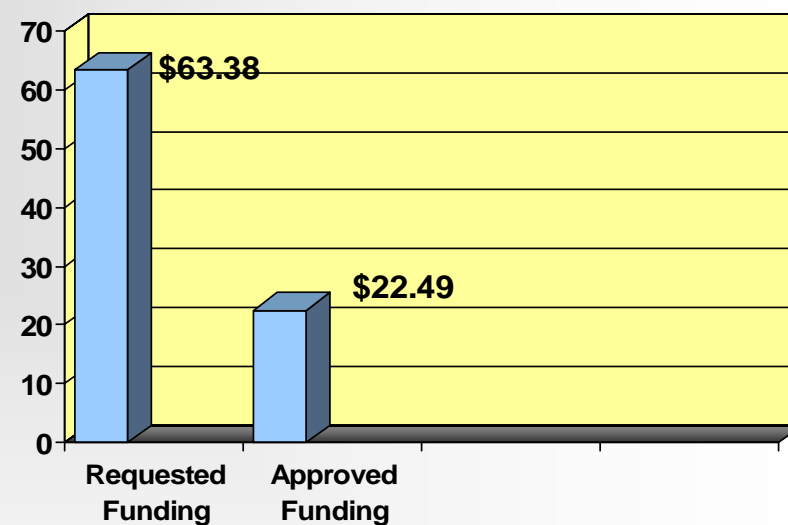
- FY 2006 to 128(a) states
 - IL - \$1.19M
 - IN - \$751K
 - MI - \$1.10M
 - MN - \$753K
 - OH - \$1.01M
 - WI - \$ 1.40M
 - TRIBES - \$893K
- FY 2005 Competitive grant funding
 - Assessment - \$10.9M
 - RLF - \$7.5M
 - Cleanup - \$4.0M
 - Job Training – \$0
 - EPA TBA – \$275K



Brownfields Competitive Funding Region 5 (2006)

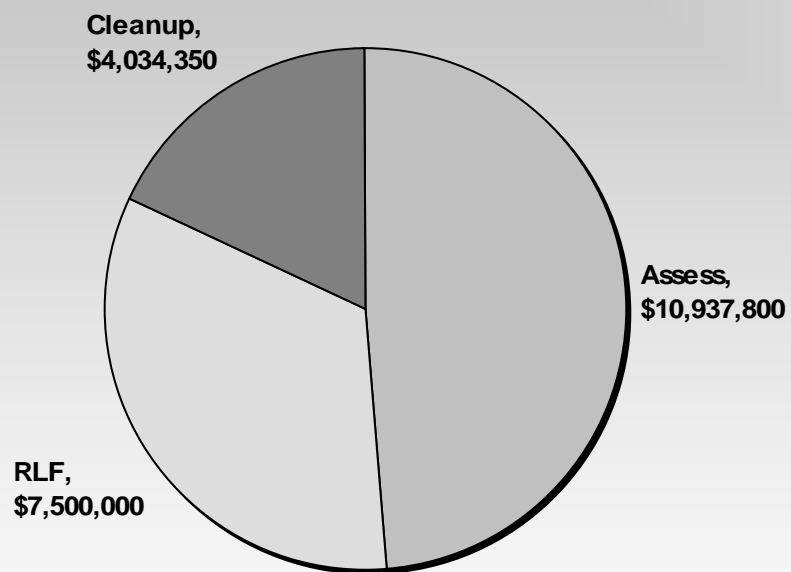


Millions

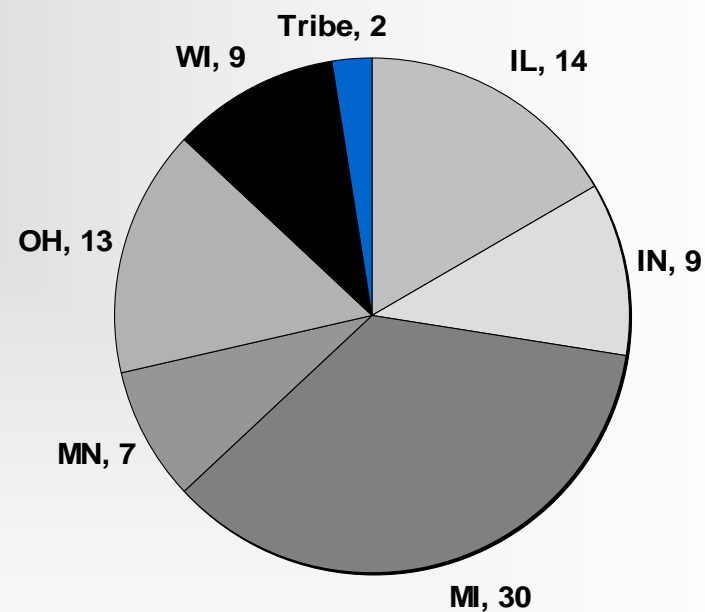


Brownfields Competitive Funding Region 5 (2006)

Assess RLF Cleanup



IL IN MI MN OH WI Tribe



Introduction to Speakers

- Karla Auker
- Keary Cragan
- Alan Baumann
- Diane Spencer
- Matt Didier
- Mike Gifford



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Estimated Application Process FY2006

- One Step Process
- Mid-November ? – Proposals Due
- Spring 2007 – Award Announcement
- October 2007 – Funds Available



Brownfields Definition

“...real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant.”



“Hazardous Substances, Pollutants, and Contaminants”

- Hazardous Substances
- Petroleum Contamination
- Asbestos & Lead Paint are eligible
- Controlled Substances
- Mine-Scarred Lands
- Other environmental contaminants



Assessment Grant Program

- \$200K hazardous substance (including asbestos, lead paint, other environmental hazards)
- \$200K petroleum-only contamination
- Must apply separately this year for hazardous substances and petroleum.
- Apply community wide.
- If you have only one site, apply site specific. Up to \$350K per property with approved waiver.



Assessment Grant Program Success Story

Detroit, MI



Brownfields Cleanup Revolving Loan Fund Grant Program

- Up to \$1M per entity
- Coalitions may apply
- May give cleanup subgrants from loan fund, up to 40% of loan amount (up to \$200K per subgrant)
- Hazardous substances, petroleum, & other environmental hazards
- Cost share of 20%



Revolving Loan Fund Program Success Story

Little Falls, MN



Cleanup Grant Program

- Up to \$200K per property
- Hazardous substances or petroleum-only contamination
- May apply for up to 5 properties (i.e. 5 separate proposals)
- Non-profits may apply
- Cost share 20%
- **MUST OWN PROPERTY** by application date?



General Tips of Proposal Preparation

- Follow directions in new proposal guidelines
- Address all criteria – if it doesn't apply say so and explain.
- Be kind to your reviewers – minimize the use of acronyms and technical/cultural jargon
- Use “white space” and obey page limits! Strict 15 single-sided page limit.
- Limit number of attachments.



General Tips of Proposal Preparation

- Cover letter has 2 page limit.
- Pages in excess of page limits will be removed and not evaluated.
- 1" margins; 12 pt font; no binders; NO COLOR.
- No photos. Maps may speak a thousand words; but they must copy well in B&W and on letter size paper.
- If applying for more than one grant program, must submit separate proposals.



After Proposal Submission...

- **Region determines eligibility based on Threshold Criteria**
- **National panel will convene and rank proposals**
- **HQ makes final determinations**
- **Spring 2007 award announcement**



Other U.S. EPA Brownfields Programs

- Brownfields Job Training Grant Program
 - Linda Morgan (312) 886 - 4747
- Targeted Brownfields Assessment Program
 - Deborah Orr (312) 886 - 7576



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Threshold Criteria – MUST PASS

- Applicant Eligibility
- Community Notification
- Letter from the State or Tribal Environmental Authority
- Site Eligibility and Property Ownership Eligibility
- Description of Jurisdiction
- * Cleanup Authority and Oversight Structure
- * Cost Share
- **Legal Authority to Manage a Revolving Loan Fund
 - * RLF and Cleanup Grant only
 - * * RLF only



Threshold: Applicant Eligibility

- Municipalities
- States
- Quasi-governmental organizations
- Cleanup Grants – non-profit organizations that own the property
- Revolving Loan Fund – coalitions may apply



Threshold: Community Notification

Describe how the targeted community(ies) was/were notified of the preparation and submission of this grant proposal. You must clearly demonstrate that you have made copy(ies) of this grant proposal available for public review and have provided an opportunity for public comment prior to submitting this proposal in this round.



Threshold: Community Notification

Useful Tips

- Notification in local newspaper or other widely available/accessible local media asking for public comment or hold a public meeting.
- Have a draft version of proposal available for review and comment.
- Have opportunity to respond to comments.



Threshold: Letter from the State or Tribal Environmental Authority

- Provide a letter from the state or tribal environmental authority acknowledging that the applicant plans to conduct or oversee assessment and/or cleanup activities and to apply for grant funds.
- Contact your State Agency in advance of proposal deadline.



Threshold: Letter from the State or Tribal Environmental Authority – [Useful Tips](#)

- If applying for multiple types of grant program activities, you need submit only one letter acknowledging the relevant grant activities. **HOWEVER** you **MUST** provide the letter as an attachment to **EACH** proposal.
- General letters of correspondence and documents evidencing state involvement are **NOT** acceptable.



Threshold: Site and Property Ownership Eligibility

- The Brownfields Law prohibits EPA from providing grant funds to an entity that is considered potentially liable under CERCLA Section 107.
- CERCLA Section 107 contains very broad liability provisions.
- Liability for site owners is highly dependent on HOW and WHEN the site was acquired.
- Therefore, site eligibility is dependent on HOW and WHEN the site was acquired.
- The site and property ownership eligibility requirements apply across all Brownfields Programs.



Threshold: Site and Property Ownership Eligibility

- Most common acquisition scenarios:

- ✓ Formal foreclosure process

- ✓ Purchase

- ✓ Donation

- ✓ Eminent domain taking



Threshold: Site and Property Ownership Eligibility

■ Sites Always Ineligible

- Property on, or proposed for listing on the National Priorities List
- Property subject to unilateral administrative orders, court orders, administrative orders on consent, or judicial consent decrees issued to or entered unto by parties under CERCLA
- Property subject to the jurisdiction, custody, or control of the US government. (Land in trust by the US Government for an Tribe is eligible.)



Threshold: Site and Property Ownership Eligibility

- Sites needing a property-specific determination
 - Property subject to ongoing or planned CERCLA removal actions.
 - Property/facility issued a permit by the federal or authorized state government under Solid Waste Disposal Act, the Federal Water Pollution Control Act, the Toxic Substances Control Act, or the Safe Drinking Water Act



Threshold: Site and Property Ownership Eligibility

- Sites needing a property-specific determination (continued)
 - Property/facility subject to RCRA corrective action
 - Property/facility submitted a RCRA closure notification (subtitle C of RCRA) or is subject to closure requirements specified in a closure plan or permit
 - Property/facility had a PCB release subject to remediation under TSCA
 - Property or facility received funding from the LUST trust fund



Threshold – Petroleum Site Determinations

- Applicants with petroleum sites must provide the answers to the petroleum threshold questions to the state LUST contacts in sufficient time for the state to make an eligibility determination.
- The state will determine whether the site is of low risk, whether there is a viable responsible party and if there is a corrective action order under RCRA.
- See contact list for the name of the person in the state to call about your petroleum site.



Threshold: Cleanup Authority and Oversight Structure

- (Cleanup and RLF) Describe how you will oversee the cleanup at the site. Indicate whether you plan to enroll in a state or tribal voluntary response program.
- (Cleanup-only) Provide your plan to obtain access to adjacent or neighboring properties, if necessary.
- (RLF-only) Provide legal opinion stating your authority to access and secure sites in the event of an emergency or loan default.



Threshold: Cleanup Authority and Oversight Structure

Useful Tips

- In Region 5 - all sites undergoing cleanup MUST enter applicable state response program.
- For RLF - suggest you hire technical assistance to oversee borrowers
- For RLF and Cleanup - be sure to answer “ability to gain access to adjacent properties” question.
- For RLF, emergency access may rely on public safety authorities or loan terms



Threshold: Cost Share

- Cleanup and RLF grant recipients are required to provide a 20% cost share. This cost share is calculated as 20% of the total federal funds awarded. The cost share may be in the form of a contribution of money, labor, material, or services from a non-federal source.
 - If contribution is labor, material, or other services, it must be incurred for an eligible and allowable expense under the grant.
 - Applicants may petition for a hardship waiver.



Threshold: Cost Share

Useful Tips

- 20% cost share required for RLF and Cleanup Grants
- Clearly identify the source of funds. If the source is questionable, provide alternate sources.
- May apply for a waiver - BUT only granted in limited circumstances (i.e. bankruptcy)
- Cost share requirement can only be met with eligible activities under the grant.
- (RLF-only) Cost share may be passed to borrowers and subgrantees. If this is your plan, identify a backup plan.



Threshold: Legal Authority to Manage a Revolving Loan Fund

- Provide an opinion from your legal counsel that demonstrates your legal authority to perform the actions necessary to manage a revolving loan fund. Provide as an attachment.
- Legal authority must include the ability to hold funds, make loans, enter into legally binding loan agreements, and collect repayments.



Threshold: Legal Authority to Manage a Revolving Loan Fund - **Useful Tips**

- This criteria only applies to RLF applicants.
- Counsel's legal opinion **MUST** be attached to the application.
- This authority may be based on statute, regulation, or other authority.



Additional Information

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Assessment Grant Program

- \$200K hazardous substance (incl. asbestos, lead paint, other environmental hazards)
- \$200K petroleum-only contamination
- Must apply separately for hazardous substances and petroleum
- “Typical” application is “community-wide”
- If you have only one site, apply site-specifically.
Up to \$350K per property w/approved waiver



Ranking Criteria

- Budget
- Community Need
- Site Selection Process
- Sustainable Reuse of Brownfields
- Creation and/or Preservation of Greenspace/Open Space
- Community Involvement
- Reduction of Threats to Human Health and the Environment
- Leveraging of Additional Resources
- Programmatic Capability



Ranking: A. Budget (10 pts)

Sample Format for Budget Description

Budget Categories (programmatic costs only)	Project Tasks				
	[Task 1]	[Task 2]	[Task 3]	[Task 4]	Total
Personnel					
Fringe Benefits					
Travel					
Equipment ¹					
Supplies					
Contractual ²					
Other (specify) _____					
Total					

¹ EPA defines equipment as items that cost \$5,000 or more with a useful life of more than one year. Items costing less than \$5,000 are considered supplies. Generally, equipment is not required for assessment grants.

² Applicants must comply with the procurement procedures contained in 40 CFR 31.36, or for non-profits, with 40 CFR 30.40.



Ranking: A. Budget

Useful Tips

- Include a short introduction, before the budget chart, outlining how you intend to spend the funding.
- After the budget chart, explain each of your tasks clearly and completely. Utilize clear and precise task descriptions. Don't use acronyms. Spell it out.
- Never use the word “administrative” to describe a task. Use “program development” or something similar.
- Include travel funds to attend annual Brownfields conferences.



Ranking: A. Budget

Useful Tips (continued)

- You may utilize up to 10% of the grant for the following tasks:
 - monitoring the health of populations;
 - monitoring and enforcement of any institutional controls;
 - other related program development and implementation activities.



Ranking: B. Community Need (15 pts)

1. Provide a detailed description of the targeted community that the project(s) will benefit. Include demographic information for the target community and indicators such as the poverty rate, unemployment rate, special community situationsIdentify the source of this information.



Ranking: B. Community Need

Useful Tips

- Provide information on the difficult conditions (environmental, social, economic, etc.) in your community.
- Provide demographics and identify the source of your information.
- Use meaningful statistics which are available.
- Discuss the impact of closed factories, i.e. number of jobs lost, property tax impacts, etc.



Ranking: B. Community Need

2. Explain how the targeted community will benefit from this grant.



Ranking: B. Community Need

Useful tips

- The majority of applications are community-wide. Be clear who is the targeted community. Are you considering a focus on one particular area or neighborhood?
- Discuss the environmental, social and economic benefits that the community will enjoy if the brownfields sites are redeveloped. Be as specific as you can be here.



Ranking: B. Community Need

Useful Tips

- Be careful about any disconnect between your statistics and the focus area of your project. If statistics provided are for the entire community, also provide detailed information for the target area, if known.



Ranking: B. Community Need

3. Characterize the impact of brownfields on your community (or communities) by describing the extent of brownfields (e.g. size, number, location) and the economic, health, and/or environmental impacts of the brownfields.



Ranking: B. Community Need

Useful Tips

- Address the impact of brownfields on your community by looking at size, number and location of sites. If you don't know, call your state brownfields coordinator and get their list of spill sites for your town/area. Start there.
- Avoid a response that indicates you don't know the impacts.
- Describe the negative impacts that potentially contaminated properties have had in your neighborhood(s).



Ranking: C. Site Selection Process (6 pts)

1. Describe how sites were selected/will be selected and what site selection criteria were/will be developed.
2. Describe past or planned inventory activities, prioritization efforts, or other activities.
3. If conducting assessment on privately owned sites, discuss possible access issues and how you will resolve the issues.



Ranking: C. Site Selection Process

Useful Tips

- Describe community input into the site selection process.
- Identify the specific site selection criteria your community will be utilizing (developer interest, community need, location, etc.)
- Address access for privately owned properties which may be selected. Don't overlook this.



Ranking: D. Sustainable Reuse of Brownfields (12 pts)

- Describe how this grant would support the goals listed below and, specifically, how your plans, development regulations, policies and programs will achieve these goals.
 1. Prevent pollution and reduce resource consumption (strategies to do so may include green building, clean energy production, alternative stormwater management, eco-industrial development, environmentally beneficial landscaping, and/or others);
 2. Promote economic benefits (e.g., an expanded tax base, increased investment, job creation, enhanced property values through adjacent greenspace creations, and/or others);



Ranking: D. Sustainable Reuse of Brownfields

3. Promote a vibrant community characterized by a mix of uses, appropriate density, housing choice and walkability (strategies to do so may include smart growth, new urbanism, linked recreational and park areas, and/or others);



Ranking: D. Sustainable Reuse of Brownfields

4. Reuse existing infrastructure (e.g., existing roads, rail/bus/subway services, buildings, utility services, sidewalks/pedestrian/bicycle trails, recreational services, landscaping, neighborhood centers/institutions);
5. Prevent future brownfields (through such activities as brownfields inventories, active communication with operating facilities, preventing land abandonment, and/or others); and



Ranking: D. Sustainable Reuse of Brownfields

6. The extent to which a project is committed to achieving recognized green building and/or energy efficiency building standards. Examples include Energy Star, U.S. Green Building Council Leadership in Energy and Environmental Design (LEED) Rating System, California Collaborative for High Performance Schools, Austin Green Builder Program or equivalent standards.



Ranking: D. Sustainable Reuse of Brownfields - Useful Tips

- This criteria has been modified from previous years. If you are reapplying, be aware that this section will need to be redone.
- Make a connection between your master plan, development plans, zoning and other planning tools that may be in place to each of the six focus areas.
- Respond to each of the focus areas. Failure to address each will result in lost scoring points.
- See handout sheet on valuable web sites.



Ranking: E. Creation and/or Preservation of Greenspace/Open Space or Nonprofit Purpose (5 pts)

- Describe the extent to which the grant will facilitate the creation of, preservation of, or addition to a park, greenway, undeveloped property, recreational property, or other property used for nonprofit purposes. If this grant would result in such creation or addition, what specific regulations, policies, or programs are (or will be) in place to provide for long-term management and care? If this grant would result in such preservation what specific regulations, policies, or programs, are (or will be) in place to assure long-term management, care and preservation?



Ranking: E. Creation and / or Preservation of Greenspace / Open Space – Useful Tips

- This criteria includes an emphasis on long-term care and preservation.
- In community-wide applications, this criteria may be a factor in your site selection process.
- By default, if you're redeveloping brownfields, you're likely preserving greenspace. However, a patch of green in a parking lot or a lawn will not get you points.



Ranking: E. Creation and / or Preservation of Greenspace / Open Space – Useful Tips (continued)

- Be specific about any planning documents or regulations that will guide your community in preserving greenspace.
- Consult with your parks department about long-term care and management of greenspace.



Ranking: F. Community Involvement (16 pts)

1. Discuss your plan for involving the targeted community (e.g., neighborhood organizations, citizens' groups, borrowers, redevelopers and other stakeholders) in cleanup decisions or reuse planning. Describe what community involvement activities, if any, have already occurred.
2. Describe your efforts and/or plans to develop partnerships at the local, state or tribal level with other stakeholders to ensure appropriate and sustainable cleanup and redevelopment of brownfields in your targeted community.



Ranking: F. Community Involvement

3. Describe your specific plans for communicating the progress of your project to citizens, including plans for communicating in languages indigenous to the community or other efforts to reach the targeted community as well as the broader community.
4. Provide a list of the community-based organizations involved in this project and a contact person, phone number, and a brief description of the organization's activities and representation.



Ranking: F. Community Involvement

Useful Tips

- Specific plans for communicating progress include use of fact sheets, meetings, newspapers, websites, local access channels, radio, etc.
- Do not underestimate the importance of providing a list of community-based organizations (question 4). Take the time to list the contact person, and phone number. **Don't lose points here!**
- Think about faith-based groups, environmental groups, civic organizations, business groups, non-profit economic development corporations, etc.
- Make sure that your community partners have been given a chance to review and have input on your written proposal
- **EPA will check all references.**



Ranking: F. Community Involvement

Useful Tips (continued)

- Begin designing and implementing a strategy to meet this criteria **NOW**.
- Partnerships may be formal or informal.
- Community notification vs. community engagement:
Discuss not only how you will inform the community, but also how you will involve them in the decision-making process



Ranking: G. Reduction of Threats to Human Health and the Environment (20 pts)

1. Describe how funds will be used to address/facilitate the identification and/or reduction of threats to human health and the environment within the target area (including cancer, asthma, or birth defects) that may be associated with exposure to hazardous substances, pollutants, contaminants or petroleum.
2. Describe whether you are working with your state or tribal environmental authority and/or local public health department to ensure the protectiveness of human health and the environment . . .



Ranking: G. Reduction of Threats to Human Health and the Environment - Useful tips

- For community-wide proposals, discuss your intention to use funds to identify sites and possible health risks.
- If possible, mention specific contaminants that concern your community.
- If the proposal is for petroleum funding, mention petroleum as the contaminant of concern!



Ranking: G. Reduction of Threats to Human Health and the Environment - Useful tips (continued)

- Be careful about the disconnect between risk and your sites. Don't talk about general risks for the whole community if you have a focused target area.
- Make sure to utilize resources at the state and local departments of health to gather data.
- Discuss BOTH state and local department of health involvement in your proposal – use positive verbs.
- Call your health officials and discuss the proposal now.



Ranking: H. Leveraging of Additional Resources (10 pts)

1. Identify the funds (e.g. general revenues, Tax Increment Financing (TIF), staff time/in-kind) that your agency/organization has committed or will commit to meet the assessment needs not met through this grant, e.g., additional stages of assessment, etc.
2. Demonstrate your ability to leverage funds. Describe all other funding sources (e.g. federal, state, non-profit, or private) that will be committed or that you are pursuing to fill in any remaining funding gaps to ensure the success of this project.



Ranking: H. Leveraging of Additional Resources

Useful Tips

- Include staff time and other in-kind services, particularly if that's all you have.
- Describe funding sources *you are pursuing* as well as those that have been committed.
- Describe possible state or regional resources. Include economic redevelopment resources as well as environment cleanup resources.
- Use positive verbs: “we are working”, “we will commit”
- You're nearly at the end, but don't falter now.



Ranking: I. Programmatic Capability (15 pts)

1. Demonstrate your ability to manage this grant and successfully perform all phases of work under this grant, and, if applicable, describe the system(s) you have in place to acquire the requisite expertise.
2. Describe your history of managing federal funds... any adverse audit findings...special “high risk” terms and conditions...



Ranking: I. Programmatic Capability

Useful Tips

- Identify key staff who will manage the brownfields work. Describe your procurement process.
- Absolutely respond to “adverse audit findings” and “high risk terms and conditions”. Don’t assume that if you say nothing reviewers will know that it means you have no adverse audit findings.



Ranking: I. Programmatic Capability

3. If you are, or have been, a recipient of an EPA Brownfields cooperative agreement(s), provide information regarding your compliance with quarterly progress reports, brownfields reporting measures, and annual financial status reporting.
4. If you are or have been a recipient of an EPA Brownfields cooperative agreement(s), indicate the year of award and the amount of funds remaining.
5. If you are, or have been recipient of an EPA Brownfields cooperative agreement(s), highlight significant accomplishments generated through the use of the funds.



Ranking: I. Programmatic Capability

Useful Tips

- If you are a recipient of our funds, be sure to answer these questions. Number them separately.
- Don't forget to highlight significant accomplishments which occurred due to brownfields funding.



Good Luck!



What To Do Now?

- Begin drafting your proposal!
- Start thinking about site selection!
- Contact us with site eligibility questions!
- Contact partners for assistance in preparing and/or reviewing your proposal!
- Contact State if applying for petroleum!
- Put notice in paper and set up a public meeting!
- Get State acknowledgement letter!



To Do Now

Information on-line!

www.epa.gov/R5Brownfields

- For model responses to the ranking criteria

www.epa.gov/reg3hwmd/bfs/grants/2004excerpts.htm



For Additional Information...

- Alan Baumann - (312)886-3058 and Baumann.Alan@epa.gov
- Diane Spencer - (312)886-5867 and Spencer.Diane@epa.gov



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Revolving Loan Fund Session



Revolving Loan Fund Ranking Criteria

- **Budget** (10)
- **Community Need** (15)
- **Business Plan for RLF Program** (24)
- **Sustainable Reuse of Brownfields** (12)
- **Creation and/or Preservation of Greenspace/Open Space or Nonprofit Purpose** (5)
- **Community Involvement** (16)
- **Reduction of Threats to Human Health and the Environment** (21)
- **Leveraging of Additional Resources** (12)
- **Programmatic Capability and Mgmt. Structure** (15)



Revolving Loan Fund Grant Program – General Information

- Eligible entity (local unit of gov't, State, Indian Tribe) may apply for up to \$1 million
- Coalitions may apply together as part of a single proposal for up to \$1 million for each eligible entity
- At least 60% of the funds must be used for loans and up to 40% can be used for subgrants, with a maximum subgrant award of \$200K per site
- 20% cost share is required



Ranking: A. Budget (Revolving Loan Fund - 10 pts.)

Sample Format for Budget Description					
	Project Tasks for Loans (at least 60 percent of amount requested)				
Budget Categories (programmatic costs only)	[Task 1]	[Task 2]	[Task 3]	[Task 4]	Total
Personnel					
Fringe Benefits					
Travel					
Equipment ¹					
Supplies					
Contractual ²					
Other (specify) _____					
Subtotal:					
	Project Tasks for Subgrants (no more than 40 percent of amount requested)				
Budget Categories	[Task 1]	[Task 2]	[Task 3]	[Task 4]	Total
Personnel (programmatic costs only)					
Fringe Benefits					
Travel					
Equipment ¹					
Supplies					
Contractual ²					
Other (specify) _____					
Subtotal:					
Total					
Cost Share					

¹ EPA defines equipment as items that cost \$5,000 or more with a useful life of more than one year. Items costing less than \$5,000 are considered supplies. Generally, equipment is not required for RLF grants.

² Applicants must comply with the procurement procedures contained in 40 CFR 31.36, or for non-profits, with 40 CFR 30.40.



Ranking: A. Budget

Revolving Loan Fund – Requirements/Useful tips

- If applicant is proposing to use funds for both loans and subgrants, two separate budget tables must be submitted, one for loan pool budget tasks and one for subgrant pool budget tasks.
- Don't put all the “programmatic” costs under the loan budget. Show it under the grant budget as well.
- Utilize the “Other” line item for proposed loan and subgrant amounts



Ranking: A. Budget Revolving Loan Fund – Requirements/Tips cont.

- Applicant must show the 20% cost share in the budget at the bottom of the chart(s). You can either show it as a lump sum in one task or spread the cost share over the range of tasks that you have identified.
- Limit the budget table to the amount of funds requested plus the required match.
- Even though match is a “Threshold Criterion,” identify source(s) of cost share in the budget narrative.
- Do not recommend identifying full source of cost share as “in kind.”



Ranking: A. Budget Revolving Loan Fund – Requirements/Tips cont.

- If you are applying for both hazardous substances and petroleum RLF funding, this will require FOUR budget tables.
- Make sure rows and columns add up to amount requested plus the match, especially with multiple budget tables.



Ranking: C. Business Plan for RLF Program

1. Describe your business concept and the main loan/subgrant product(s) you will offer including; loan structure; interest and repayment terms; complimentary services; and program incentives.
2. Present your market analysis, including your target market. Detail types of borrowers/subgrantees, territory and types of sites you plan to reach.



Ranking: C. Business Plan for RLF Program cont.

3. Describe your process for selecting projects, including sites, borrowers and/or subgrantees. Include how you will develop criteria for project selection, and how you will ensure that site, subgrantee and borrower eligibility determinations are made in accordance with the BF law.
4. Present both the management and operational teams that will oversee and implement all phases of work under this grant, including fund management and environmental cleanup responsibilities.



Ranking: C. Business Plan for RLF Program - 24 pts

Requirements/Useful Tips

- Know what you are getting into – have a basic understanding of the RLF program and requirements.
- Talk to successful RLF grantees in the Region or talk to US.
- Put some thought into your responses – don't simply restate or reword guideline language.
- Undertake some pre-proposal marketing - how you define/perceive your market may determine how and by what means you reach your market.



Ranking: C. Business Plan for RLF Program Requirements/Useful Tips cont.

- Talk to several developers - reference this in your proposal and consider including letters of support.
- Though site-specific proposal are no longer accepted, don't hesitate to identify potential sites or specific target areas.
- If you are going to offer subgrants, repeat the four considerations presented in the guidelines that you must take into consideration – important to do so because these considerations are statutory.



Ranking: C. Business Plan for RLF Program Requirements/Useful Tips cont.

- For operational and management teams, there is no penalty for acknowledging the need for outside expertise. This may include technical, legal and/or fund management.
- Demonstrate that you will ready to open your doors for business within months after receiving the grant. Your goal is to gain an edge through the preparation of a proposal that sells a reviewer on the strong likelihood of near term success.



Ranking: G. Reduction of Threats to Human Health and the Environment

1. Describe how funds will be used to address/facilitate the identification and/or reduction of threats to human health and the environment within the target area...
2. Describe how you are working with your state or tribal environmental authority and/or local public health dept. to ensure protectiveness of human health and the environment...
3. Describe your process and capacity to communicate the requirements of applicable federal and/or state/tribal laws/programs to borrowers and/or subgrantees (unique for RLF proposals)



Ranking: G. Reduction of Threats to Human Health and the Environment **Useful Tips**

- If you identify a target area or potential sites as part of community-wide proposal, tie in the discussion appropriately. Don't talk about general risks for the whole community (unless it's relevant) – focus on the target area and potential sites.
- If target area or potential sites are identified: What are historical uses of sites? What are suspected or known contaminants of concern? What are known/perceived risks?



Ranking: G. Reduction of Threats to Human Health and the Environment **Useful Tips**

- In your response to the process/capacity to communicate requirements, do not forget that there are federal requirements, both administrative and technical, that are unique to the RLF program.



Ranking: H. Leveraging of Additional Resources

1. Successful management of an RLF program requires a dedicated project manager and staff...Explain how you will meet this need.
2. Identify the funds (e.g. general revenues, Tax Increment Financing (TIF), staff time/in-kind) that your agency/organization has committed or will commit to meet cleanup/redevelopment needs not met through this grant...



Ranking: H. Leveraging of Additional Resources

- Demonstrate your ability to leverage funds. Describe all other funding sources (e.g., federal, state, nonprofit, or private) that will be committed or that you are pursuing to fill in any remaining funding gaps...



Ranking: H. Leveraging of Additional Resources - Useful Tips

- Note that question one is unique to a RLF proposal. It takes commitment at the local level to make this program work—convince the reviewer you will have the resources and will make the commitment.
- If you are an RLF Coalition, describe the resources the coalition members are contributing. Include your cost share as leveraged resources.
- Draw on historical successes to demonstrate leveraging ability.



Ranking: H. Leveraging of Additional Resources

Useful Tips

- Don't hesitate to use potential or example sites within a target area to enhance your ability to answer the elements of this criterion; however, it must be done in the context of a “community-wide” proposal.



Ranking: I. Programmatic Capability/Management Structure

1. Demonstrate your ability to manage this grant and successfully perform all phases of work under this grant, and, if applicable, describe the system(s) you have in place to acquire the requisite expertise necessary to successfully perform the grant. If you plan to acquire and fund mgmt. or environmental expertise, describe the relationship...



Ranking: H. Programmatic Capability/Management Structure **Useful Tips**

- Note that if you are applying for RLF along with either assessment or cleanup, you cannot just cut and paste here. The first question is unique to a RLF proposal.



For additional information

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Teleconference
FY2006 Brownfields Proposal Guideline Workshop
July 18, 2006

Cleanup Grant Session



Cleanup Grant Criteria

- **Budget**

It costs how much?

- **Sustainable Development**

What'll it be?

- **Reduction Of Threats**

What's the problem?

How are you going to fix that?

- **Leveraging Additional Resources**

How are you going to pay for that?



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Questions ?

Additional Resources

